



BOBBY JINDAL
GOVERNOR

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State of Louisiana

Division of Administration
Office of Information Services

June 2, 2015

LaGov Memorandum #15-008

To: LaGov Travel Administrators
Subject: LaGov Travel FY2015 Year End Processes

Listed below is important information regarding LaGov Travel fiscal year-end processes.

June 25, 2015 Deadline:

- Approve travel expenses in order to process and post with an AFS accounting period of 12 15
- Attach expenses to outstanding travel advances and approve
- Clear all traveler debit balances from overpayments

13th Period Travel Payment cycles will process each Thursday listed below. These will include all approved travel expenses with trip end dates on or before June 30, 2015, and post to AFS accounting period 13 15.

<u>Approval Deadline</u>	<u>Travel Payment Cycle Date</u>
Wed, July 8, 2015	Thurs, July 9, 2015
Wed, July 15, 2015	Thurs, July 16, 2015
Wed, July 22, 2015	Thurs, July 23, 2015
Wed, July 29, 2015	Thurs, July 30, 2015
Wed, August 5, 2015	Thurs, August 6, 2015

Fiscal Year assignment is determined by the **trip end date**.

- Trip end dates of June 30th or prior will post to FY2015.
- Trip end dates after June 30th will post to FY2016.
- Trips processed using *Weekly Report* for the week of June 29-July 5, 2015, will post to FY2016.

After August 5, 2015, LaGov Travel will not allow expenses with trip ending dates on or before June 30, 2015.

The following Travel Reports should be used to monitor pending activity.

- **Cost Assignment w/o Gen Data** Use variant **TRV NOT APPR** **Trips/Adv not approved** for a list of all current year unapproved trips. Please delete all invalid trips.
- **Cost Assignment w/o Gen Data** Use variant **TRV NOT APP PY** **Trips/Adv not approved PY** for a list of all prior year unapproved trips. Please delete all invalid trips.
- **Cash Advances Outstanding** Use this for a list of all outstanding travel advances.

FY2016: Current year Travel Payment cycles will begin **after** the FY2016 budget is loaded and will process as usual each Wednesday and Friday (excluding Holidays).

If there are any questions, please submit a [web ticket](#) in LEO by selecting **Web Help Desk Ticket** under **Travel Admin** tab.

JB